

W A R N I N G

**IMPORTANT NOTICE
DO NOT DETACH**

SUPERFUND CONFIDENTIAL BUSINESS INFORMATION

All or a portion of the attached document is claimed to be confidential business information by the submitter pursuant to CERCLA, as amended, §104. Unless and until EPA makes a determination that the document is not confidential business information, it must be treated as such.

Any person handling or using the attached document in any way is responsible for preventing unauthorized disclosure while in his or her possession. §1905 of title 18 of the United States Code and CERCLA, as amended, §104(e)(7)(B) provide penalties for disclosure of confidential business information. They include criminal penalties and adverse personnel actions.

The document may not be disclosed further or copied by you except as authorized by The Superfund CBI Manual. If you have any questions concerning the appropriate handling of this document, please contact the attorney assigned to this case or the Office of Regional Counsel, EPA, Region 9.

MONTHLY TECHNICAL PROGRESS REPORT

for the period

July 1 – July 31, 2007

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

One Penn Plaza – 25th Floor • New York, New York 10119

Table of Contents

I. TASK ACCOMPLISHMENTS	3
Task 1: Project Management	3
1.1 Manage the Contract.....	3
1.2 Closeout of the Contract	3
Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding.....	3
2.1 Organizing and Indexing	3
2.2 Document Pick-up, Processing, File Management, and Storage	4
2.3 Scanning	4
2.4 SCAP Support and WasteLAN Data Entry	4
2.5 Financial Documentation/Cost Recovery Packaging.....	5
2.6 Recycling and Shredding.....	5
Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production.....	8
3.1 Reference, Search, and Circulation Service.....	8
3.2 Freedom of Information Act (FOIA)	8
3.3 Photocopy and Redaction Service	8
3.4 CD-ROM Service	9
3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters	9
Task 4: Administrative Records (ARs) and Special Collections Management.....	10
4.1 Administrative Records	10
4.2 Work-Performed Compilations.....	10
4.3 Electronic Media and Microfilm Management.....	10
Task 5: Manage the Day-to-Day Operations of the Superfund Records Center	11
Task 6: Training and Orientation.....	11
Task 7: Online Operations and Internet Support	12
Task 8: Attend Meetings and Teleconferences	12
II. DIFFICULTIES ENCOUNTERED.....	12
III. PERSONNEL ACTION	12
IV. SUMMARY OF TECHNICAL DIRECTION	12
V. STATISTICS	13

**EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9**

**Monthly Report
July 2007**

**TOAM: Elaine Chan
PM: Patrick Gookin**

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on July 5.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on July 13.

The Records Center Performance Measurements Reports were submitted to the TOAM on July 9.

The Major Projects Status Report was submitted to the TOAM on July 12.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,191 documents and edited 2,680 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

A Librarian IV eliminated the indexing backlog of the Del Amo Facility site this month.

The site assessment Librarian IV received 4.6 lft. of new documents, of which .1 lft. were federal facilities documents, and processed 9 new sites.

The site assessment Librarian IV received .7 lft. of Oil Facility Response Plan documents, and worked 7.6 hours on the collection, adding new pages, and processing newly received documents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

14.5 lft. of documents were picked up from EPA regional offices. 10 Transfer of Records forms were processed.

14.7 lft. of documents were retrieved from the FRC. 54.3 lft. of documents were returned to the FRC.

26 new accessions (332.5 lft.) were sent to the FRC this month.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated July 23.

FRC Storage Report, updated July 23.

On-Site Storage Report, updated July 23.

Contracts On-Site Storage Report, July 6, 13, 20 and 27.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning staff prepared, scanned, and quality assured 1,522 documents (53,387 pages) during July and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 2 SCAP accomplishment documents during July.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Twenty Three Financial Cost Documentation Packages were processed and/or updated through the Accounting, Program, or Enforcement Final copy for the following sites:

ATLAS ASBESTOS MINE, OU 01 (SSID 0934)
BECKMAN INSTRUMENTS, OU 01 (SSID 0970)
GAMBONINI MERCURY MINE, OU 00 (SSID 09EJ)
LAVA CAP MINE, OU 04 (SSID 093Y)
LIQUID GOLD OIL CORP RICHMOND, OU 01 (SSID 0947)
LORENTZ BARREL & DRUM CO, OU 01 (SSID 0989)
MODESTO GROUND WATER CONTAMINATION, OU 01 (SSID 09J4)
MOTOROLA, INC (52nd STREET PLANT), OU 01 (SSID 09BE)
MOTOROLA, INC (52nd STREET PLANT), OU 02 (SSID 09BE)
MOTOROLA, INC (52nd STREET PLANT), OU 04 (SSID 09BE)
OPERATING INDUSTRIES, INC LANDFILL, OU 01 (SSID 0958)
OPERATING INDUSTRIES, INC LANDFILL, OU 03 (SSID 0958)

Staff received 15 requests for cost package and/or contract documents, performed 13 database searches in SDMS and provided 51 documents for EPA staff during July. Site-specific charges occurred for the following sites:

BROWN & BRYANT, INC (ARVIN PLANT), OU 00 and 01 (SSID 09W4)
GREKA ENERGY OIL SPILL (SSID Z9AJ)
MODESTO GROUND WATER CONTAMINATION OU 01 (SSID 09J4)
MONTROSE CHEMICAL CORP, OU 01 (SSID 0926)
OPERATING INDUSTRIES, INC LANDFILL, OU 01 (SSID 0958)
OPERATING INDUSTRIES, INC LANDFILL, OU 03 (SSID 0958)
SAN FERNANDO VALLEY (AREA 1 & ALL AREAS), OU 00 (SSID 0959)

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 4.6 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

09ZZ	N/A	A 2 Z PLATING CO INC
09PA	00	ABBOTT/TURKEY RUN MINE SITE
09ZZ	N/A	ACME AUTO WRECKERS
09ZZ	N/A	ADVANCED CHEMICAL AND EQUIPMENT
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
09BW	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
09ZZ	N/A	ALAMEDA STREET LANDFILL
094Y	N/A	ALARK HARD CHROME
09ZZ	N/A	ALEXIS OIL COMPANY
09QP	N/A	ALL METAL PROCESSING
09ZZ	N/A	ALMETCO

09ZZ	N/A	ALPHAGRAPHS PRINTSHOPS
09ZZ	N/A	ALVIS EQUIPMENT
09PS	00	AMBITECH, INC
09DJ	01	AMCO CHEMICAL
09QK	01	AMCO CHEMICAL
09GU	01	ANACONDA COPPER CO (YERINGTON)
09ZZ	N/A	ANTIOCH RADIATOR EXCHANGE
09C6	01	APACHE POWDER CO
09ZZ	N/A	ARCATA NORTHCOAST ENVIRONMENTAL CTR (BROWNFIELDS)
09ZZ	N/A	ARCATA SOUTH I ST MILL SITE (BROWNFIELDS)
09ZZ	N/A	ARI-TEX TIRES
09ZZ	N/A	ARIZONA COIL WINDING
09ZZ	N/A	ARIZONA FLEET SPECIALTIES
09ZZ	N/A	ARIZONA METAL PROCESSING SERVICES
09ZZ	N/A	ARIZONA TRUCK SERVICE
09JS	00	ASARCO INC HAYDEN PLT
09ZZ	N/A	ASTROPLATE INC
09ZZ	N/A	AT & T TECHNOLOGIES
0934	01	ATLAS ASBESTOS MINE
09ZZ	N/A	AUER PRECISION CO
09ZZ	N/A	AUTO WRECKING YD PROP
0970	01	BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
09ZZ	N/A	BENNETT RESIDENCE
09W4	01	BROWN & BRYANT INC. (ARVIN PLANT)
091F	01	BROWN & BRYANT INC. (SHAFTER FACILITY)
09ZZ	N/A	CAPRI PUMPING SERV
09R6	01	CARSON RIVER MERCURY SITE
09GY	01	CASMALIA PHASE II
093H	01	CASMALIA RESOURCES
09PQ	00	CASMALIA RESOURCES
09AQ	01	CENTRAL EUREKA MINE
09ZZ	N/A	CHATHAM BROS.
091N	01	COOPER DRUM
09ZZ	N/A	D C CHEMEX/MOBILE WASH
09NR	00	DECH DRUMS
0936	01	DEL AMO FACILITY
09AG	01	DEL MONTE CORP (OAHU PLANTATION)
09HB	00	DENOVA ENVIRONMENTAL INC
09ZZ	N/A	EAST LA HIGH SCHOOL PROPOSED SITE #1 (BROWNFIELDS)
09MG	00	EL DORADO HILLS NATURALLY OCCURRING ASBESTOS
094R	01	FRONTIER FERTILIZER
09EJ	00	GAMBONINI MERCURY MINE
09H8	01	GBF & PITTSBURG DUMPS
0963	00	GILA RIVER INDIAN RESERVATION
09ZZ	N/A	GLENDALE COMMUNITYWIDE (BROWNFIELDS)
09ZZ	N/A	GOERIZ PROPERTY
Z9AJ	N/A	GREKA ENERGY OIL SPILL
09X6	01	HALACO ENGINEERING CO
09B8	01	HASSAYAMPA LANDFILL
09QF	00	HAWTHORNE LOCKER MERCURY SPILL
09NT	00	HIGHWAY I60/MILE 327 RADIATION SITE
09ZZ	N/A	HILO ARSENIC SPILL SITE
09QG	00	IMPRESSIONS POLISHING & PLATING
09GH	01	INDIAN BEND WASH NORTH
09G6	01	INDIAN BEND WASH SOUTH
0974	01	J.H. BAXTER & CO

09F6	01	JASCO CHEMICAL CORP
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
093Y	04	LAVA CAP MINE
097J	01	LEHR/OLD CAMPUS LANDFILL
0947	01	LIQUID GOLD OIL CORP RICHMOND
0989	01	LORENTZ BARREL & DRUM CO
09LW	00	LOTTA STUFF
09ZZ	N/A	LUST INDIAN COUNTRY PROJECT
09N6	01	MARCH AIR FORCE BASE
098P	00	MARE ISLAND NAVAL SHIPYARD
0941	01	MCCLELLAN AIR FORCE BASE
0904	01	MCCOLL
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09ZZ	N/A	MENLO PARK TERMINAL AVE HOUSING (BROWNFIELDS)
0946	01	MGM BRAKES
09MJ	00	MITCHELL AVENUE DRUG LAB
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09MZ	00	NORTHEAST CHURCH ROCK MINE SITE
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09LG	00	OAK RIDGE HIGH ASBESTOS
09BC	00	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09HV	04	OPERATING INDUSTRIES, INC., LANDFILL
09LL	00	PACIFIC WASTE DISPOSAL SERVICES
09LP	00	PAGO PAGO SOLVENT AND CLEANER
091S	01	PEARL HARBOR NAVAL COMPLEX
096F	00	PHELPS DODGE DOUGLAS REDUCTION
0919	00	PHOENIX GOODYEAR AIRPORT AREA
09ZZ	N/A	PROPOSED MENDOTA JR HIGH SCHOOL (BROWNFIELDS)
0921	01	PURITY OIL SALES INC.
09JW	00	RIALTO COLTON PLUME
09J7	01	RIVERBANK ARMY AMMUNITION PLANT
09ZZ	N/A	RURAL CA HOUSING CORP MERCY HOUSING (BROWNFIELDS)
09ZZ	N/A	SAFE WAY CLEANERS
09ZZ	N/A	SAN BENITO NEW IDRIA MERCURY MINE (BROWNFIELDS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09LY	00	SCHNAIDT FIREWORKS SITE
09J8	01	SOLA OPTICAL USA, INC
09D7	01	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09ZZ	N/A	STAUFFER CHEM CO SAN JOSE
09W9	01	STOKER CO
0901	01	STRINGFELLOW
09K2	01	SULPHUR BANK MERCURY MINE
0981	01	TH AGRICULTURE & NUTRITION
09Q5	01	TRACY DEFENSE DEPOT
09M7	01	TRAVIS AIR FORCE BASE
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN

09L9	04	TUCSON AFP 44
09ZZ	N/A	UNICHEM
09R8	00	UNIDYNAMICS PHOENIX INC (GOODYEAR)
09ZZ	N/A	UNIDYNAMICS PHOENIX INC WHITE TANKS
09K5	01	VALLEY WOOD PRESERVING INC.
09ZZ	N/A	WAKE ISLAND AIRFIELD
09C1	01	WASTE DISPOSAL, INC
09FY	01	WASTE DISPOSAL, INC.
09Q1	01	WILLIAMS AIR FORCE BASE
09ZZ	N/A	ZERO CORP

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 80 requests for documents, performed 793 database searches in SDMS-C, and provided 2,771 documents for EPA staff and other requesters.

Thirty-nine indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on July 2.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 10 FOIA requests totaling 15.5 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 2,905 non-FOIA-related pages for EPA and other requesters, and sent approximately 141 pages off-site to a copy service. In addition, staff printed 1,491 pages from SDMS-C.

At the request of RPM Chris Lichens 1 document from the Omega Chemical Corp. site file was redacted in preparation for the upcoming FOIA response.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 24 requests for documents on CD-ROMs. 325,841 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

09G4	00	AEROJET ELECTROSYSTEMS CO
09DJ	01	AMCO CHEMICAL
09C6	01	APACHE POWDER CO
09E9	01	ATLAS ASBESTOS MINE
09H2	01	BROWN & BRYANT, INC. (ARVIN PLANT)
09W4	00	BROWN & BRYANT, INC. (ARVIN PLANT)
09L8	01	BURR BROWN
0928	01	CELTOR CHEMICAL
0936	01	DEL AMO FACILITY
09ZZ	N/A	DOW CHEMICAL CO PITTSBURG PLT
0972	01	FIRESTONE TIRE & RUBBER CO - SALINAS PLANT
09Q6	01	FORT ORD
09DG	00	FRESNO DRUM REMOVAL
Z9AJ	N/A	GREKA ENERGY OIL SPILL
09X6	01	HALACO ENGINEERING CO
0920	01	INDIAN BEND WASH NORTH
09GH	01	INDIAN BEND WASH NORTH
0917	01	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
0939	01	JIBBOOM JUNKYARD
09ZZ	N/A	KOCIDE CHEMICAL
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
097J	02	LEHR/OLD CAMPUS LANDFILL
098N	01	LONG BEACH NAVAL STATION
099U	01	LONG BEACH SHIPYARD
0989	01	LORENTZ BARREL & DRUM CO
09ZZ	N/A	LOS BANOS AIRPORT
09N6	01	MARCH AIR FORCE BASE
0965	01	MATHER AIR FORCE BASE
0904	01	MCCOLL
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09BC	01	OMEGA CHEMICAL CORP.

0958	01	OPERATING INDUSTRIES, INC., LANDFILL
099K	01	PEMACO MAYWOOD
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
0927	01	SAN GABRIEL VALLEY (AREAS 1-4)
09J8	01	SOLA OPTICAL USA INC.
0901	01	STRINGFELLOW
09M7	01	TRAVIS AIR FORCE BASE
09R8	01	UNIDYNAMICS PHOENIX INC (GOODYEAR)
09C1	01	WASTE DISPOSAL, INC.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The Sola Optical USA Inc. AR Supplement 5, was compiled, copied, and sent to the repository on July 5.

On July 13 staff met with the TOAM and RPM Matthew Jefferson to conduct the kick-off meeting for the Tucson International Airport Area Air Force Plant 44 OU administrative record. Indexing requirements and scheduling issues were resolved so that work on this project could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Three work-performed compilations were created or updated during July for the following sites:

MEW STUDY AREA, OU 01 (SSID 09M6)
 MONTROSE CHEMICAL CORP, OU 01 (SSID 0926)
 OPERATING INDUSTRIES, INC., LANDFILL, OU 03 (SSID 0958)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 10 collections
 Electronic files attached to E-mails: 28 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of June, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

09QK	00	AMCO CHEMICAL
0909	01	HUGHES/TUCSON AIRPORT
09QG	00	IMPRESSIONS POLISHING & PLATING
091E	00	MCCORMICK & BAXTER CREOSOTING CO
09M6	01	MEW STUDY AREA
0926	01	MONTROSE CHEMICAL CORP
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
099K	01	PEMACO MAYWOOD
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09J8	01	SOLA OPTICAL USA INC
09K2	01	SULPHUR BANK MERCURY MINE

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on July 25.

The PM held an SDMS Department meeting on July 10.

The PM held a Cost Recovery Department meeting on July 10.

The RMS IV/Assistant Manager held meetings with special projects staff on July 10.

The RMS IV/Circulation Department Supervisor held a departmental meeting on July 9 and 18.

The RMS IV/Head Indexer held a departmental meeting on July 23.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on July 18.

The PM continued to purchased miscellaneous supplies and/or equipment during the month.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, Librarian IVs gave SDMS-C training to 34 EPA staff in July. The Librarian IV also gave staff copies of the *SDMS Quick Reference Guide*.

At the request of the TOAM, on July 6 a RMS IV gave two visitors from China a tour of the Records Center, explained the services provided, and trained them on the use of *Express Link*. The RMS IV also provided them with copies of the indexing route slip, telephone numbers bookmark, and the orientation and *Express Link* highlights handouts.

At the request of the TOAM, the RMS IV/Assistant Manager wrote an article on large format scanning for the July issue of *Reposit-Story*, the Records Center's quarterly online newsletter.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On July 11, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV coordinated with EPA SDMS-C development contractors Shailesh Prabhu, Ramona Johnson and Mark Poland to resolve the issues with resetting the SDMS-C R9 password and connection to Access applications. The problem was successfully resolved.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The RMS IV/Assistant Manager attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on July 18.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in August.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 35 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 14 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
853	11.6 LFT	813.7 LFT

Inventories

Records Surveyed	Year to Date
22.7 LFT	326.7 LFT

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
332.5 LFT	0	0	921.3 LFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
54	0	0	0	14	0	0	5	73